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22 June 197 FILE

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MEMORANDUM FOR:

Office for the Assistant for Information

Deputy Director for Administration

FROM:

Chief, Policy and Plans Group

Office of Security

SUBJECT:

Proposed Booklet on Security Classification

REFERENCE:

Your communication of 8 June 1977,

same subject

- 1. Subject has been reviewed and the Office of Security has no objection to the proposed format of a booklet. It is understood that an official handbook or manual, if prepared, would of necessity be much more comprehensive and detailed.
- 2. Office of Security comment relating to text of the proposal is limited to the following:
 - a. In the <u>Background</u> section, it is suggested that a paragraph be added to explain the oversight function of the Interagency Classification Review Committee. Such a paragraph could be inserted between paragraphs 2 and 3 of <u>Background</u> now cited in subject.
 - b. The section concerning Levels of Classification uses the terms "release" and "disclosure" in references to the Top Secret and Secret levels. The reference to the Confidential level contains the term "unauthorized disclosure." It is suggested that the latter is the strongest and most fitting of the several expressions and should be used in the text for all three levels of classification.

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Distribution:

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SENDER WILL CHECK CLASSIFICATION TOP AND BOTTOM UNCLASSIFIED CONFIDENTIAL SECRET OFFICIAL ROUTING SLIP TO DRESS DATE INITIALS OS 1 4E70 Hqs 2 3 5 **ACTION** DIRECT REPLY PREPARE REPLY APPROVAL DISPATCH RECOMMENDATION COMMENT FILE RETURN CONCURRENCE INFORMATION SIGNATURE Remarks: Attached is the booklet I mentioned to you some time ago. Recognizing the guidance may change by October, and I would still like your comments on the proposal. We feel it will be much easier to edit the booklet later than to begin drafting from scratch. We have decided to go this route as opposed to the official handbook route and would like your opinions on the brochure and the policies it sets forth. Please let me have your comments by 22 June 1977. Thanks. FOLD HERE TO RETURN TO SENDER FROM: NAME, ADDRESS AND PHONE NO. DATE)-AI/DDA, 2E42 Hqs 6/8/77

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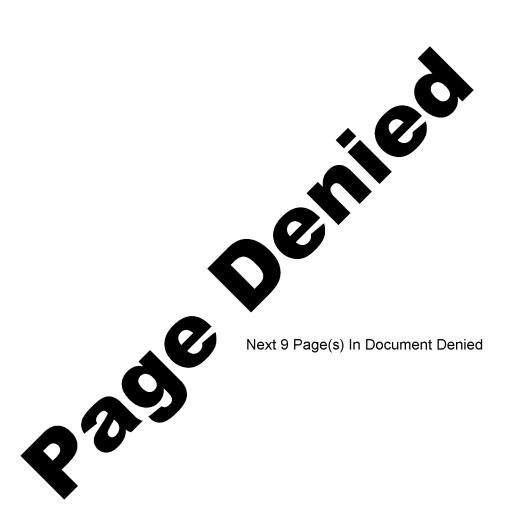
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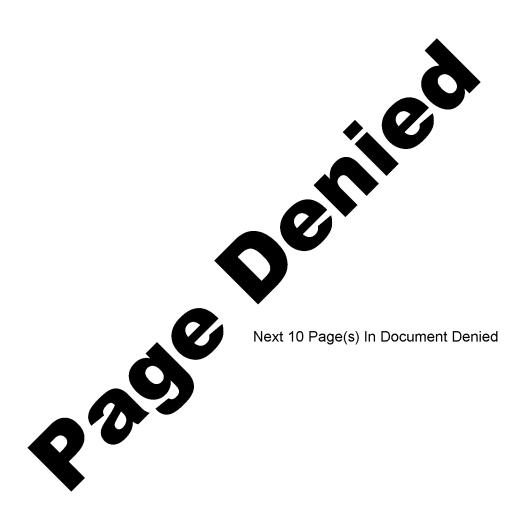
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Sanitized Copy Approved for Release 2010/03/01 : CIA-RDP89-00724R000100070013-2 UNCLASSIFIED CONFIDENTIAL SECRET USE ONLY ROUTING AND RECORD SHEET SUBJECT: (Optional) Proposed Booklet on Security Classification STAT EXTENSION FROM: STAT PPGDATE 9 June 1977 TO: (Officer designation, room number, and DATE OFFICER'S building) COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.) RECEIVED FORWARDED DD/PSI 4E-58 As indicated on the buck on 019 slip, the attached has been initiated by officials on the DDA level. It is requested 2. that the provisions on the draft be studied carefully and any comments be forwarded to PPG by 17 June 1977. Any questions or verbal responses may be directed to STAT STAT page 4 be amended as understed 10. STAT 11. 12. 13. 14. 15. **FORM** 610 USE PREVIOUS INTERNAL SECRET UNCLASSIFIED

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Sanitized Copy Approved for Release 2010/03/01 : CIA-RDP89-00724R000100070013-2 INTERNAL USE ONLY ... CLASSIFIED . CONFIDENTIAL SECRET ROUTING AND RECORD SHEET SUBJECT: (Optional) Proposed Booklet on Security Classification STAT EXTENSION FROM: **STAT** PPG DATE 9 June 1977 TO: (Officer designation, room number, and DATE OFFICER'S COMMENTS (Number each comment to show from whom building) to whom. Draw a line across column after each comment.) FORWARDED 1. C/IRĞ GE-31 As indicated on the buck slip, the attached has been initiated by officials on the **STAT** DDA level. It is requested PPG-att that the provisions on the draft be studied carefully and any comments be forwarded to PPG by 17 June 1977. Any questions or verbal responses may be directed to STAT new for the go 7. TATS **STAT** 10. 11. 12. 13. 2759 14. 15. FORM

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